

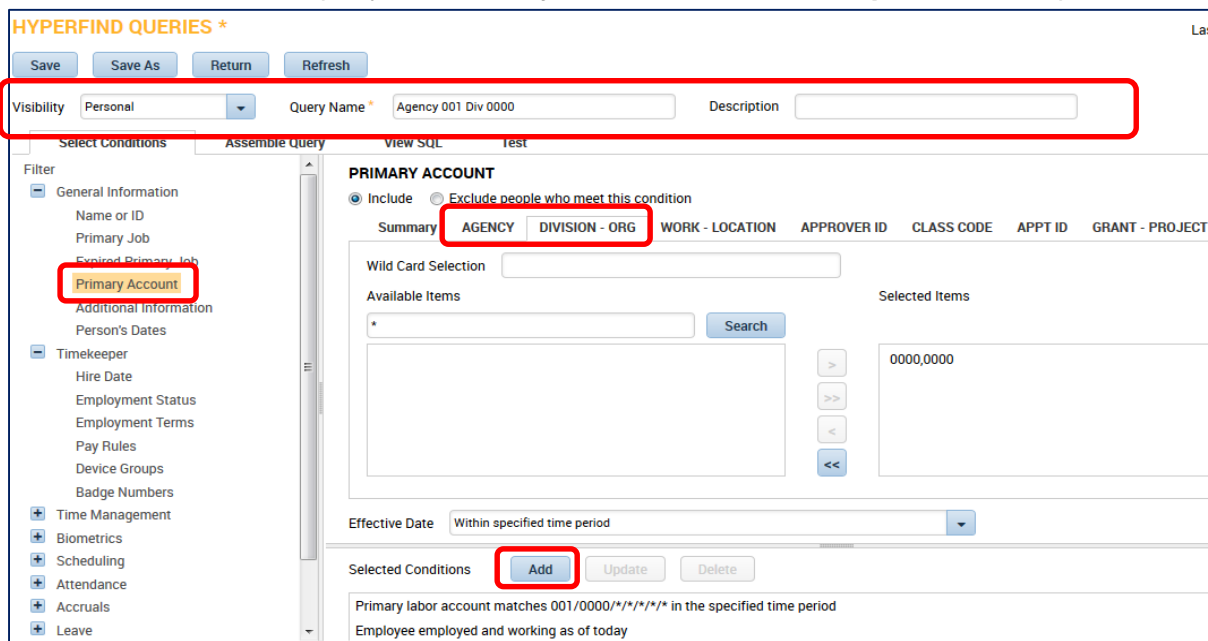
HyperFind Query Setup

HyperFind Queries are used to filter and retrieve lists of employees who meet a specific set of criteria, for example, all employees in a specific agency or division. In this example, we will create a query to retrieve all employees in the agency for division 0000.

1. From the **Related Items** pane, select **Setup**, then select **HyperFind Queries**.
2. Select the **New** button. The **HyperFind Queries** screen displays.
3. Select **Personal** from the **Visibility** drop-down.

NOTE: **Ad Hoc** creates a temporary query. **Personal** creates a permanent query, visible only to the person creating it.

4. Enter the name of the new query in the **Query Name** field. The **Description** field is optional.



The screenshot shows the 'HYPERFIND QUERIES *' interface. At the top, there are buttons for 'Save', 'Save As', 'Return', and 'Refresh'. Below these, the 'Visibility' is set to 'Personal' and the 'Query Name' is 'Agency 001 Div 0000'. The 'Description' field is empty. On the left, a 'Filter' pane shows 'Primary Account' selected under 'General Information'. The main area is titled 'PRIMARY ACCOUNT' and has tabs for 'AGENCY' and 'DIVISION - ORG'. The 'AGENCY' tab is active, showing a 'Wild Card Selection' field and an 'Available Items' list with '0000,0000'. The 'Effective Date' is set to 'Within specified time period'. At the bottom, the 'Selected Conditions' section shows a condition: 'Primary labor account matches 001/0000/*/*/*/* in the specified time period'.

5. Select **Filters>General Information>Primary Account**.
6. Select the **Agency** tab. Click the **Search** button for the **Available Items** field. The agency should display in the field. Highlight the agency, then select the right single arrow button. The information will be placed in the **Selected Items** field to the right.
7. Select the **Division–Org** tab.
8. Enter all or some portion of the division-org number. Click the **Search** button for the **Available Items** field. A listing of **Division-Orgs** displays.
9. Choose **0000** from the list, then the right single arrow button. The information will be placed in the **Selected Items** field to the right.

NOTE: Hold down the **CTRL** key to select more than one division-org.

10. From the **Effective Date** drop-down, select **Within specified time period**.
11. Select **Add** button. The condition is added to the **Selected Conditions** window.

12. From the **Filters** menu, expand the **Timekeeper** category. Select **Employment Status**. The default fields are **Active** and **As of today**, so no change is needed. Select **Add Condition**. This will ensure that only active status employees will be returned by the query.

13. To test the query, select the **Test** tab. A listing of employees should display.

14. If correct, select **Save**. The new hyperfind will now be available from any Show drop-down.

NOTE: HYPERFIND in the upper left-hand corner will display as ***HYPERFIND QUERIES** in orange font until saved.

Assigning a Personal HyperFind Query to Another Person

A personal HyperFind Query may be shared with others, but must be assigned.

1. From the **Related Items** pane, select **Setup**. Then select **Query Manager**.

QUERY MANAGER	
<button>Duplicate</button>	<button>View</button>
<button>Assign</button>	<button>Delete</button>
<button>Refresh</button>	
Name	Query Name
Admin1, AbbyA	Agency 001 Div 0000
Admin1, AbbyA	Group A1

2. Your list of personal hyperfind queries displays. Select the query to be assigned, then the **Assign** button. The **Assign Query** window displays with a list of available names. A **Search** field is available to narrow the search, if needed.

QUERY MANAGER - ASSIGN QUERY *

Query Name: Agency 001 Div 0000

Return Save

manager

Name
Manager1, JohnA
Manager1, JuniorA
Manager10, JohnA
Manager10, JuniorA

3. Select the desired name.

NOTE: Hold down the **CTRL** key to assign the query to more than one person.

4. Select the **Save** button. The **Query Manager** screen displays in order to view the assignment.

The assigned person now has access to the HyperFind from any of their **Show** drop downs.

Current Pay Period		Agency 001 Div 0019
--------------------	--	---------------------